

INSTRUCTIONS

1. Complete Section A with the vehicle owner's information exactly as it is listed on their registration card.
2. In Section B, check appropriate reason the registration plate is being returned to PennDOT. **NOTE:** The registration plate must be attached.
3. If the surrendered registration plate is being surrendered to an **authorized decentralized service agent or full agent**, **Section C must be completed** by the authorized decentralized service agent or full agent and forwarded to PennDOT along with the registration card and registration plate. Decentralized service agents must forward through the Messenger Service Center. A copy of this form must be retained by the authorized agent for at least three years. A copy of this completed form must be provided to and retained by the vehicle owner and may be necessary to obtain a replacement registration plate, if needed at a later date.
4. If this form is completed at a **PennDOT location or by a law enforcement officer**, the PennDOT representative or law enforcement officer must complete **Section D** of this form and the registration plate must be mailed to: Bureau of Motor Vehicles, P.O. Box 68597, Harrisburg, PA 17106-8597.
5. If this form is completed by the **registration plate owner**, the registration plate owner must complete **Section E** of this form and the registration plate must be mailed to: Bureau of Motor Vehicles, P.O. Box 68597, Harrisburg, PA 17106-8597. A copy of this completed form must be retained by the vehicle owner and may be necessary to obtain a replacement registration plate, if needed at a later date.